



Division of Human Resources' Compensation Initiative

HR Conducts Staff Focus Groups

The Division of Human Resources recently conducted staff focus group sessions to review the proposed staff administrative support career ladder and proposed titles. Over 40 employees from each division and school provided us with feedback that was very positive and will prove to be extremely valuable as we move toward implementation of our new compensation structures.

A note of appreciation to all those who participated in this endeavor!

Faculty Total Compensation Initiative

The Division of Human Resources and the consultants from Mercer met with Department Chairs, Area Coordinators and Deans from each school to provide an update on the Faculty Total Compensation Initiative. Structure design models were shared with each group and feedback was collected that will prove to be extremely valuable as we proceed with this key initiative.

In addition, a faculty advisory group comprised of 30 faculty members representing each school and 20 departments has been formed to share perspectives on current pay issues, review best pay practices in higher education, assist in developing straw models of these best practices, act as liaison and share issues and progress of the Total Compensation Initiative with colleagues.

The first meeting of the faculty advisory group was held on Tuesday, May 7th.

Staff Performance Management and Merit Process Underway

Anne Bilynsky, Manager of Compensation, recently presented an overview of this year's staff performance management and merit process to the leadership team from each division and school. Performance evaluations and recommendations for merit must be submitted to the Division of Human Resources by May 15th. The effective date for merit increases is July 1, 2002.

HR Introduces New Tracking Log and New Employment Transaction Form

The Division of Human Resources, through a coordinated effort with the Divisions of Finance and DotCIO, introduced the new Employment Paper Flow Tracking Log and the new Employment Transaction Form (ETF) to campus on April 1st. The main objective of the Tracking Log is to allow campus administrators to follow their employment-related paperwork through the approval process. The log will help them to identify where in the process a certain piece of paper is currently located, and will reduce the volume of phone calls generated by administrators trying to track down forms.

The new ETF will allow for better data collection and will facilitate improved management of position data, which is a key initiative of the Rensselaer Plan. The new ETF is available in pdf format on the Human Resources web page at the following link: http://www.rpi.edu/dept/hr/forms/transaction_form.pdf. Please discard any remaining copies of the old ETF and start using this new form immediately.

The Tracking Log was created as a custom form in Banner. Any employee on campus who presently utilizes Banner will have access to the log. Access to data within the log is governed by the Fund/Org security already in use for all Banner finance information. This means you must have access to Fund 133000 and the appropriate Organization Code for your department to view the data in the log. Campus users will only be able to view information associated with the organizations for which they have been granted labor fund permissions.

Records will be created in the log by the offices of the Provost, Budget, Human Resources and Payroll. Whichever office receives a form first will be the one to create a record in the log (this will vary depending on the type of form). Each office will log a form in and out, so campus users will be able to see when a form arrives at each office and how long that office takes to process the form and send it on to the next step.

To access the Tracking Log, enter WT BLOGQ in the Direct Access box in Banner. For assistance in gaining access to the form, have your supervisor submit a request to Customer Support Services iacs-cus-sup-L@lists.rpi.edu via email and mail or fax the Fund/Org Authorization Form (which you can download from the following link: <http://www.rpi.edu/dept/ais/support/BannerDocs>) to IACS, Attn: Customer Support Services. If you have questions regarding the Tracking Log, please contact Cindy Price, ext. 6163.



KUDOS

Kudos to Ken Levine, Michele Murray and Jill Clark, Division of Human Resources, for developing and facilitating a High School Field Trip for area High School Students that participate in the federally funded program; Commission on Equal Opportunity. The students visited campus on Tuesday, April 23, 2002 and were taken on a campus tour and then returned to the Student Union for refreshments and a presentation on employment opportunities at Rensselaer after graduation. The goal was to stress the importance of completing high school. Work study programs were discussed as well as the benefits of acquiring a full time position within Rensselaer.

Retirement and Taxes

Want to take advantage of tax-deferred growth in your retirement plan? Many faculty and staff choose to re-evaluate how much they are contributing to their Supplemental Retirement Plan around this time of year. Tax season is a great time to review your strategy for reducing current taxable income. If you would like to increase the amount you contribute to the plan, simply complete the Supplemental Retirement Program Enrollment Form with the new per-pay amount. You'll find the form on the Human Resources website, under Forms on the Web, or you can contact HR at extension 6302. Changes in deferral amounts are effective the first day of any month.

Admissions & Tuition Benefit

In order to provide clear communication and understanding of the Rensselaer admissions process and requirements, the Division of Human Resources, Admissions and Financial Aid are developing a series of seminars for employees and their families. The first seminar will focus on undergraduate educational opportunities and will provide information regarding the application process for freshmen, transfers and part-time/non-matriculated undergraduate study. All employees are encouraged to attend the seminar on Wednesday, April 24 at 4:00 pm in the Rensselaer Union, Room 3602. The format will provide general information and allow time for individual questions. Refreshments will be served. This is a great opportunity to learn about admissions and financial aid for yourself and/or your dependents. Please RSVP to Charlene Morizio at extension 2716 or via email at morize@rpi.edu. We look forward to seeing you there!

If you have any additional questions about Rensselaer's Tuition Benefit Program, please feel free to contact Debbie Kerwin, HR Assistant at extension 6737 or Louis Padula, Manager of Benefits & Retirement, at extension 6164.

Capital EAP Workshop Schedule

Capital EAP has announced their May/June schedule for Professional/Personal Development Workshops. The workshops are open to Rensselaer employees and their immediate families. To register for a workshop, please call Capital EAP at 518-465-3813 or 800-777-6531.

May 15	Documenting Discipline
May 23	Parenting Skills- Communicating with Your Teen
June 12	Conducting Performance Appraisals
June 26	EAP-A Tool for Supervisors: The formal Supervisory Referral Process

Retiring This Year?

If you are a member of the Contributory Defined Benefit Retirement Plan, your service at Rensselaer began prior to July 1, 1993 and your 65th birthday is between October 1, 2001 and September 30, 2002, your Normal Retirement Date is July 1st of this year. Right now would be a good time to get the facts and figures on your medical and pension options for retirement. Pension applications are due 30 to 90 days prior to commencement of your monthly benefit and there are important decisions to be made. Give yourself time to consider options. Please contact Jim Sinnock, Assistant Manager of Retirement, at extension 6369 or via email at sinnoj@rpi.edu to start the retirement process.

Employment Transaction Form Deadlines

Semi-Monthly Payroll:

May 7, 2002 for time worked 5/1 – 5/15
May 20, 2002 for time worked 5/16 – 5/31

Bi-Weekly Payroll:

May 10, 2002 for time worked 4/27/02– 5/10/02
May 24, 2002 for time worked 5/11/02 – 5/24/02

The Changing Face of Rensselaer

New Hires

Amr Abdel-Azim, Sr. Executive for Capital Projects, Administration
Lisa Amos, Administrative Secretary, Student Life
Jill Clark, Office Secretary, Human Resources
Michael Conroy, Scheduler, Student Life
Judith Dewey, Assistant II, DotCIO
Olena Dyatlova, Mechanical Designer, Administration
Susan Fenimore, Operations Manager, School of Engineering
Colleen Fernet, Mail Services Specialist, Administration
Karen Ferrer-Muniz, Assistant Director, HEOP, Student Life
Kevin Fitzpatrick, Environmental Specialist, Administration
Guido Gabriel, Public Safety Specialist II, Administration
Eric Harvey, Lead Mail Services Specialist, Administration
Lisa Heffner, Sr. Secretary, Government and Community Relations
Nairrol Jones, Environmental Specialist, Administration
Thomas Lobdell, Electrician, Administration
Guarionex Martinez, Environmental Specialist, Administration
Michele Murray, Assistant III, Human Resources
Robert Planty, Mgr, Materials Analysis Labs, School of Engineering

Correction

Alisa Tyson, Financial Manager, Research

Retirees

Bertha Connolly, Senior Environmental Specialist, Administration
Charles McKeown, Machine Shop Specialist, DotCIO